

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION
October 20, 2005
MINUTES**

**THREE HUNDRED AND
EIGHTIETH MEETING**

The three hundred and eightieth meeting of the Ventura County Community College District Personnel Commission was held on Thursday, October 20, 2005.

1. CALL TO ORDER

Chairman David Gonzales called the meeting of the Personnel Commission to order at 5:01 p.m. at Oxnard College.

2. ROLL CALL

Commissioners David Gonzales and Barbara Harison were in attendance. Commissioner Ray Pizarro was absent. Also present were Patricia Parham, Associate Vice Chancellor of Human Resources and Secretary of the Personnel Commission, and Alicia Thier, Supervisor of Employment and Personnel.

3. PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

None

4. APPROVAL OF MINUTES

Ms. Harison made a motion to approve the minutes of the September 15, 2005 meeting of the Personnel Commission. Mr. Gonzales seconded the motion and the minutes of the meeting were approved. (4-99)

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employee Representative(s) Report

Mr. Greg Cross, Senior Field Representative for SEIU Local 535, reported the union met that day with district management to discuss cafeteria workers and issues related to them. He advised there may be some changes in those classifications.

B. Board of Trustees Meeting

Ms. Parham reported the Board of Trustees took action at the October meeting to approve the process for selecting a new Personnel Commissioner. The Ad Hoc Committee-Personnel Commissioner will provide one name to the board--two names if committee members are not in agreement--at the November meeting.

Ms. Parham discussed an article in the local newspaper about environmental conditions in the District Service Center. She advised the district's current lease expires June 30, 2006 and management is looking at sites for a new center.

C, Director's Report – Patricia Parham

Ms. Parham reviewed the *Current Recruitments Report* and the *Positions Filled & Pending Report*. The reports reflect eight positions filled and eight certified and pending selection. Ms. Parham also reported that 21 Professional Experts have been hired during the past month, most of those being Occupational Trainers for the Oxnard Fire Academy.

D. Commissioners' Reports

Ms. Parham presented a PowerPoint discussion of the appeal process, explaining the causes for disciplinary actions and the procedures involved in an appeal. During and following the presentation, she responded to questions from the commissioners and audience members.

7. OLD BUSINESS

None

8. APPROVAL OF NEW PROPOSED CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Scholarship Technician (8-134)
Recommended Classified Salary Schedule #230

Ms. Parham presented the item and then turned the time over to Ms. Thier, who said she had done a comparison study and determined this classification should be placed at Range #230 of the Classified Salary Schedule. She discussed the duties of the classification and explained that Moorpark College has a current need for this classification, which will also be available to the other campuses. She also explained that if the classification is approved tonight by the commissioners, it will then go to the Board of Trustees for establishment of the Moorpark College position.

Following discussion of the placement on the salary schedule, Ms. Harison made a motion to approve the proposed classification specification and salary range for Scholarship Technician. Mr. Gonzales seconded the motion and the classification and range were approved.

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

None

10. RECLASSIFICATION

Judith Kleiner – Oxnard College (10-80)
From Clerical Assistant I to Clerical Assistant III

Ms. Thier reported she received a desk audit from Ms. Kleiner and had subsequently determined Ms. Kleiner's duties have changed dramatically over time. Ms. Thier advised the Classification Review Committee reviewed this request for reclassification and their support was unanimous. On motion by Ms. Harison, seconded by Mr. Gonzales, the reclassification was approved.

11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

None

12. ABOLISHMENT OF CLASSIFICATIONS

None

13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

14. APPROVAL OF PROPOSED SALARY RANGE

None

15–18. Listed as appropriate.

None

19. OTHER

None

20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission will be Thursday, November 17, 2005, at 5:00 p.m. The meeting will be held in the President's Conference Room of the Administration Building at Moorpark College, and an overview of the selection testing process will be presented during the meeting.

24. ADJOURNMENT

On motion by Ms. Harison, seconded by Mr. Gonzales, the meeting of the Personnel Commission was adjourned at 5:50 p.m.